



TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING
January 28, 2009

Commissioners: Charlie Menard, Chairman
Maryan Nowak, Vice Chairman
Bob Adams
Carolyn Basler
Fred Terra

Airport Manager: Dan Raposa
Assistant Airport Manager: Joe Lawlor (Absent)
Recording Secretary: Gwen Borden

Others in Attendance: Eric LeGuelaff, Jacobs Edwards & Kelcey,
Dick Griffith, Dick Rodier

Meeting called to order at 7:10 p.m. by Chairman Menard.

Eric LeGuelaff of JE&K submitted a written Project Status report (see Attachment A for report) and read the report for all in attendance. Bob questioned whether the new plow truck will be registered and put on the road noting when things need to be picked up for the airport, personal vehicles are being used. Fred feels it is a good idea to have the vehicle registered for road use. Discussion took place on the color of the truck and it was noted that we already have 2 shades of yellow and we should match the new truck with one of the shades we currently have. Eric stated Mass specs is school bus yellow but he will check. Dan stated for the record that he met with Eric, Ted, Fred, Dick Rodier for the purpose of discussing what was needed for the truck and what was available to us. Dan feels that as a result of this discussion and the effort of everyone involved, believes that they have covered everything they feel is needed for the new truck.

Minutes: December 30, 2008 – Carolyn: motions to accept as submitted. Fred: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Charlie reported on the financial status reporting **Income of \$15,950.34** and **Expenses of \$9,597.93** for a **Positive Monthly Cash Flow of \$6,352.41**. **Maryan: motions to accept the report, subject to audit, and authorize the processing of the bills for payment. Carolyn: second. All in favor, unanimous. So voted.**

Airport Managers' Report – Dan reported on the following:

1. **Fuel Survey** – Fuel prices for TMA have been the same for a while due to a large delivery when the price was low. We still have about 800-900 gallons in the tank before we will need another fuel delivery. As other airports received their fuel and the prices were lower, there are many airports that are lower in price than Taunton. Our price for fuel remains the same at \$4.45/gallon for credit purchases and \$4.32 for cash purchases.
2. **Airport Users' Forum** – Next meeting will be April 29 2009 at 6:45 p.m. prior to the regular commission meeting.
3. **Airside Inspections** – normal routine and maintenance is ongoing but there isn't much to inspect in the snow. Trying to maintain the blacktop in the snow. No comments on the fuel farm except that everything seems to be okay and there has been no down time.
4. **Veederroot Monitoring System** – Pending and waiting for good weather to determine the location of faulty wiring.
5. **Segmented Circle Repair** – Is up and running but is not lighted. Hole has been dug to determine if we have continuity between each side of the runway, if we do we will run a new line. The water table in this area is still high, preventing any further investigation, so the project is still pending.
6. **Crosswind/Tailwind Annual Meeting** – Dan attended this meeting on 1/24/09 and spoke on the current ongoing projects and future projects for the airport. The members of the association spoke about installation of things at their hangars and whether they needed a permit or not and whether the installation with or without a permit would affect their insurance. Dan stated to keep in mind that Tailwind along with every other association and organization on the airport has a lease agreement with the Taunton Airport Commission and part of that agreement

is that they are held to insurance coverage that names the City of Taunton and the Airport as additional insured and that everything has to be in order to insure our ability to collect on any catastrophe that may occur. Anything that they may want to do and unclear about, should be brought before the Commission for approval and any permits that need to be obtained should be obtained in the name of the lease-holder. Fred asks that Dan send letter to all leasees reminding them that any changes to the building that will affect the status of the lease or whether or not a permit is needed to clear with Dan or the Commission because everything needs to be done properly to protect the airports interests in the FBO's operation. The reminder will be a part of their lease

7. **Jack Cruz Way Street Sign** – The sign is ready and is awaiting delivery/pick up. Dan will see if they can attach it to a pole for us, so we can install ourselves if no one is available. Carolyn suggests having a dedication ceremony and to invite the Cruz family.
8. **Main Entrance Sign** – Dan is compiling some aviation graphics to give to the sign company so they can put something together for our approval.
9. **Terminal Building Cellar** – Dan reported that Ted has been working rather diligently on stopping the water from coming in. Ted reported yesterday morning that right now it is basically dry. But Dan also noted that we haven't had any rain in 2 week, so we'll see what happens.
10. **Pilot Lounge Center Renewal** – Dan reported that Doug Cooper will be handling the administrative end of the duties for the lounge and will get the necessary information to him. Dan is not sure if they are looking for a lease longer than 1 year, but they are looking to continue the lease, which will be expiring at the end of February.
11. **Expressed Interest in the Land Between Raven and Fallon Associates** – Dan reported it is a small but prime frontage to the runway. Charlie asked Dan to have Ron Nation provide a written notice concerning his interest in the area.
12. Dan reported on the progress on the proposed hangar behind Superior Aero, noting he hasn't talked to the principals in a while but did leave a phone message for them yesterday and have not received a call back. Dan knows that some engineering work has been done and thinks they were in the process of going to ConComm. Charlie stated that this brings us back to the previous discussion is Item 6, noting people cannot just go off on their own and do what they

want. They need to come before the commission, inform us of what they are doing to confirm that it meets with our approval before they continue.

At this time Carolyn asks Dan if he would like to discuss why someone might have gotten the impression that we are plowing for private entities on the field? Dan says here is the situation that has come up since we have had a large amount of snow. Dan has been asked, since we have very high snow banks, to knock down some of the banks for better visibility. Charlie suggests getting written permission from the association for the sole purpose of knocking down excessive snow banks, and that Dan cannot act on the request of 1 person in a multi-tenant hangar. Charlie suggests that letter of permission be carefully worded and contain all of the issues you need to have the airport covered, before you bring any of our vehicles on their leased property. The permission letter is to be signed by principals of the association.

Old Business

1. **Airport History Books** – Maryan reported that Part 1 encompasses from 1919 to 1960 and is ready for the press and hopefully will be seeing this in February or March. Part 2 is all written and will bring it to BP and they will start setting it up and by the end of the school they should have it pretty well put together. Maryan will put together the first six months of 2009 during the summer and bring to BP in September so by the end of September it should be ready for the press. So hopefully by the end of 2009 we will have both part 1 and 2 done. Charlie thanked Maryan for the tremendous effort it took to do this. Dan stated for the record that he believes that compiling the information for this book that Maryan had put out a request from as many families as he could think of for information, photos, etc., that newspapers and past minutes were also used, Dan and feels that the information in the book will be as accurate as you can find anywhere on our airport.

Fred talked about Atlantic Aviations' 6 months "free" trial period is coming up to expire at the end of February and feels it is time for them to express their intentions for staying or not and start paying for conducting business at the airport. Charlie asked Dan to invite Atlantic Aviation to come to the next

meeting and be prepared to discuss their intent for continued operations beyond the 6 month trial period.

New Business

Virtual Town Hall – Carolyn spoke with Kevin Shea on January 2 and he had presented our argument with regard to a request for a password to Gerry Bouchard who is head of the IT department for the City. Carolyn received a call from Gerry on January 16th, and he invited our representative to another training session on February 2. Carolyn spoke with Joe, who will be taking a day off work to attend the session. The hope and promise is that at the end of the training session Joe will be given a password to maintain our website.

Charlie at this time stated that although Ed and Claire Fowler have been volunteering their help with maintaining the financial information for the airport, Charlie wants to publicly thank them and acknowledge their efforts on our behalf. Due to changes in their business they can no longer continue with their assistance to the airport but what they have done for us has been very much appreciated.

Public Input - none

Maryan: motions to adjourn at 7:58 p.m. Fred: second. All in favor, unanimous. So voted

Next meeting February 25, 2009 at 7:00 p.m.

Action Items

⇒ **Brick Memorial – Joe**

⇒ **Main Entrance Sign – Dan**

⇒ **Segmented Circle Repair – Dan**

⇒ **Sign for Jack Cruz Way – Dan**

⇒ **Veederoot Monitoring System - Dan**

⇒ **Virtual Town Hall – Carolyn/Joe**

Project Status

Taunton Airport Commission Meeting
January 28, 2009
Jacobs Edwards and Kelcey's Update

1. **Design and Permitting for the Rehabilitation of Runway 4-22 and Connector Taxiway**

Engineering fees have been agreed upon by all agencies. Submission of the grant application is scheduled for February 6, 2009 to maintain the overall project schedule.

2. **SRE Truck**

Engineering fees have been agreed upon by all agencies. Upon research and discussions of available truck options, the airport has decided on a Ford F-350 with 8' Fisher Plow. Final pricing is being forwarded from MHQ through the state procurement process. Submission of the grant application is scheduled for February 6, 2009 to maintain the overall project schedule.

an additional box plow